



Michigan Department of Environmental Quality, Waste And Hazardous Materials Division
**INSTRUCTIONS FOR COMPLETING
MOTOR CARRIER REGISTRATION AND PERMIT APPLICATION FOR THE
UNIFORM PROGRAM FOR LIQUID INDUSTRIAL WASTE TRANSPORTATION,
FORM EQP 5122
REGISTRATION RENEWAL ONLY!**

GENERAL APPLICATION INSTRUCTIONS

All transportation of Liquid Industrial Waste (LIW) in the State of Michigan (Michigan) must be one of the following:

1. Registered and permitted under the Uniform Hazardous Materials Program and registered under the Michigan LIW Uniform Program.

NOTE: Transportation of hazardous waste in Michigan requires participation under the National Uniform Hazardous Materials Program. Failure to maintain a proper National Uniform Hazardous Materials Program credential invalidates the LIW credential. If the credential is invalidated full participation in the registration and permit process of Michigan LIW Uniform Program is required to transport LIW in Michigan.

OR

2. Registered and permitted under the Michigan LIW Uniform Program.

NOTE: Transportation of only Michigan LIW requires completion of the Michigan "Motor Carrier Registration and Permit Application for the Uniform Program for Liquid Industrial Waste Transportation" form EQP 5122 and subsequent registration and permitting under that program.

NOTE: If registered and permitted under the Uniform Hazardous Materials Program or the Michigan Uniform LIW Program, appropriate apportioned vehicle fees must be paid for LIW transportation activity in Michigan utilizing the Michigan Department of Environmental Quality, Liquid Industrial Waste Uniform Program Fee Worksheet, Attachment A (Attachment A) to EQP 5122.

- **REVIEW THESE INSTRUCTIONS BEFORE COMPLETING THE APPLICATION, FORM EQP 5122. THESE INSTRUCTIONS ARE PROVIDED FOR THE COMPLETION OF A REGISTRATION RENEWAL ONLY AND NOT AN APPLICATION FOR A PERMIT.**
- **Website available for more information and helpful hints on completing your application - www.michigan.gov/deq/0,1607,7-135-3312_7235-8849--,00.html**
- The application (complete) must be submitted at least **90 days** (timely) prior to the expiration of the current registration.

NOTE: Failure to submit a complete and timely application may jeopardize the applicants ability to continue to transport waste after expiration of the current registration/permit.

- **The application, if applicable, Attachment A, and fees are to be mailed to:**

Cashiering
Michigan Department of Environmental Quality
P.O. Box 30657
Lansing, Michigan 48909

For overnight/express mail delivery:

Michigan Department of Environmental Quality
Cashier's Office 5th Floor, South
525 Allegan St.
Lansing, Michigan 48933

- Questions should be directed to Ms. Barbara Stevens. Additionally, if the applicant's company ownership, applicant's name, principal place of business, or business/emergency telephone number, has changed during the time a registration or permit is effective, the applicant shall notify the Michigan Department of Environmental Quality (MDEQ) of the change by submitting an amended application, no later than 30 days after the change. This notice is to be mailed to:

Ms. Barbara Stevens
Transportation Program Section
Waste And Hazardous Materials Division
Michigan Department of Environmental Quality
27700 Donald Ct.
Warren, MI 48092-2793
Internet address: Stevensb@michigan.gov
Phone: 586-753-3850
Fax: 586-753-3831

- The term "applicant" as used in the application refers to the company or individual seeking a registration or permit.
- The application must be completely filled out. **Do not leave any item blank.** If an item does not apply to the applicant, write **N/A** and, if appropriate, include a brief explanation.
- The application should be typewritten, or filled out clearly and neatly with black ink. Pencil will not be accepted. Illegible responses will result in your application being returned for correction.
- If the space provided on the form is not sufficient to answer any questions, attach additional sheets (in the same dimensions as the application) to the back of the application. Note attachments in Part II, Section J of the application form.
- Remittance of all registration and/or permit fees is required at the time the application is submitted to Michigan. Michigan will not process the application unless all applicable fees are enclosed.
- All questions and all information requested shall be answered completely and truthfully. Fraudulent, deceptive, or misleading answers may result in denial or revocation of permit and potential initiation of enforcement activities. Applications will be returned to applicant if requested information is missing or omitted. The applicant is expected to make reasonable efforts to check his/her company records so that complete and accurate answers are provided. Falsification may subject the applicant to additional penalties as provided for under state law.

- If the applicant encounters difficulty in completing the form or has any questions, please contact MDEQ for assistance. Correcting errors before submitting the form will greatly reduce the possibility of enforcement actions and/or delays due to return of your submittal for amendment.
- After completing all sections, the information must be certified by an authorized representative of the applicant (Part III).

Annual Renewal of Three Year Permit

A permit issued under the Michigan LIW Uniform Program is valid for three years, if and only if, for the second and third years in which the permit is valid, the carrier registers using Parts I and III of the Michigan LIW Uniform Program application and submits all required registration fees. The Part II permit review fee is to be paid with the initial application for the three year permit and every three years thereafter.

NOTE: *The permit fee is not allowed to spread over the three year life of the permit.*

Part I. Line Specific Instructions for Registration Application, Form EQP 5122

- 1a. Provide the name of the applicant company.
- 1b. Provide Employer ID Number. If Michigan determines that the applicant has miscalculated its program fees resulting in a refund, the Employer ID Number **is required** in order to issue a refund.
2. Provide the mailing address for the applicant.
3. Provide the street address of the location where records are kept, if different from the mailing address.
4. Provide the name of the person within the applicant company who should be contacted concerning any questions or requests for additional information regarding the application.
5. Provide the contact's title.
6. Provide the contact's telephone number.
7. Provide the contact's fax number.
- 8a. Provide the applicant's USDOT Motor Carrier Number as defined in 49 CFR Part 391.21. If an interstate carrier, and a number has not been assigned, contact USDOT at 517-377-1866 to obtain a number. Currently intrastate carriers are not required to obtain a number and should enter "N/A" in the space provided.
- 8b. For intrastate carriers, provide the state identification number, if one was issued by the Michigan State Police, Motor Carrier Division. Enter "N/A" if no number has been issued.

- 9a. Provide the USDOT HazMat Registration Number issued to the applicant by the US Department of Transportation Research and Special Programs Administration. If the applicant does not carry hazardous materials of a type or quantity that requires a federal hazardous materials registration number, enter "N/A" in the space provided.

NOTE: This number changes with each annual registration. The applicant should provide the most recently issued number.

- 9b. Provide the EPA Identification Number (ID), if the applicant company is required to have such number in accordance with the federal requirements for transporting hazardous waste under 40 CFR 263.11 or used oil under 40 CFR 279. If the applicant's services do not require an EPA ID number, enter "N/A" in the space provided.
- 9c. Provide the MDEQ assigned transporter identification number as required in accordance with the provisions of Part 121, Liquid Industrial Wastes, Michigan Compiled Laws 324.12101 et seq., of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. The EPA Identification Number, if assigned, is to be used. If a new applicant, contact the MDEQ, Notification Unit at 517-335-2690 and a number will be assigned.
- 9d. Indicate whether the applicant company transports hazardous waste subject to the manifest requirements of 40 CFR 262.20 or Michigan requirements relating to the Uniform Hazardous Waste Manifest.
- 9e. Indicate whether the applicant company transports hazardous material subject to 49 CFR 171 such as flammable or corrosive materials.
10. Provide a 24-hour phone number where the applicant company may be contacted in case of an incident or emergency involving a power unit owned or operated. This number can include voice-mail, an answering machine, or an answering service during non-business hours. This number CANNOT be the number for a commercial emergency response telephone service such as Chemtrec.
11. Indicate the previous twelve-month period for which information in this application is provided. Utilize either the calendar year or fiscal year.
- 12a. Provide the average number of power units, below and at or above 10,000 pounds gross vehicle weight (GVW), owned, leased or operated for the time period indicated in Part 1, Item 11 of this application. For purposes of the Michigan LIW Uniform Program, the definition of a power unit is the same as "truck" and "truck tractor" as defined in 49 CFR 390.5. The following categories of vehicles may be excluded from the average reported:
- Vehicles that are used exclusively for the transportation of personnel, as opposed to freight, including fleet maintenance vehicles.
 - Power units that do not operate on public highways.

NOTE: Include entire fleet – not just the power units operating in Michigan!!!!

12b. Provide the percentage of **ALL** transportation activity for the previous year involving LIW regardless of the state. This percentage is determined by using either of the following:

1. For less than truckload shipments, divide the weight of all of the motor carrier's LIW shipments transported during the previous year by the total weight of all shipments transported during the same year, and then multiply by 100.
2. For truckload shipments, divide the total number of LIW shipments during the previous year by the total number of all shipments transported during the same year, and then multiply by 100.

NOTE: *If the applicant is only transporting LIW the percentage is 100%.*

12c. Provide the percentage of **ALL** transportation mileage in Michigan including LIW, hazardous material, commodities, etc. This percentage is determined by dividing the number of miles traveled in this state by the number of miles traveled nationwide, and then multiplying by 100. For interstate carriers, the International Registration Plan (IRP) percentage should be used.

NOTE for 12b. and 12c.: *For example, Michigan LIW intrastate carriers, only transporting LIW, should report 100 percent as their transportation activity for both percentages. For interstate applicants, reporting less than 100 percent for either percentage, complete documentation of ALL transportation activity must be supported and submitted with this application. As an alternative, the applicant may assume both percentages are 100% and report as such. All percentages should be rounded to the next whole percentage e.g., 13.247% = 14%; 14.785% = 15%. If participating in the IRP, the midpoint of the 10% range may be utilized.*

13. If the applicant owns, leases, or operates cargo tanks, please provide the average number of units in the space provided. Otherwise, enter "N/A" in the space provided.
14. Provide the total amount of fees submitted with the application as calculated utilizing Attachment A. The total should include:
 - the application processing fee (\$50/annual basis),
 - registration fees (apportioned vehicle fee - \$50/vehicle/annual basis), and

NOTE: *TO CALCULATE THE APPROPRIATE FEES, EACH APPLICANT MUST USE ATTACHMENT A AND SUBMIT A COPY WITH THE APPLICATION.*

PART III: GENERAL APPLICATION CERTIFICATIONS

Review the application certification and complete the needed information with an authorized signature. **For renewal of a current permit, note any changes in Part II from the previously submitted permit application by checking the box and listing the changes in the space provided.**